

APPROVED 6/5/03

State of Texas
Records Retention Schedule

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12/18/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
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6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

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___ ADDENDUM PAGE

711 - ZOONOSIS CONTROL DIVISION											
139		ANIMAL CONTROL OFFICER TRAINING COURSE ROSTER	CE+3		CE+3		C		P		
146		RABIES DATABASE	PM		PM		O		E		
150		SLIDES OF DISEASE CONDITIONS	US		US		O		O		O=35MM SLIDES
152		PLAGUE AND RABIES SURVEILLANCE FILES	AV		AV		O		P		
1352		SEVERE ANIMAL ATTACK DATABASE	PM		PM		O		E		
1353		HUMAN RABIES DATABASE	PM		PM		O		E		
1354		RABIES BIOLOGICALS DISTRIBUTION DATABASE	PM		PM		O		E		
1355		SEVERE DOG BITE DATABASE - HUMAN DEATHS	PM		PM		O		E		
3992		ORAL RABIES VACCINATION PROGRAM DATA	PM		PM		O		P	X	
3993		ORAL RABIES VACCINATION PROGRAM PROTOCOL	PM		PM		O		P	X	
4541		NEGATIVE RABIES TEST RESULTS FROM VARIOUS LABORATORIES	CE+1		CE+1		O		P		
5788		RIDING STABLE CERTIFICATION FILES	5		5		O		P		
5789		ZOONOTIC INCIDENCE REPORTS	20		20		O		P		INCLUDES NON-NEGATIVE TEST RESULTS
1.1	151	ANIMAL CONTROL OFFICER EXAMS - PASSED	1		1		C		P		COMPLETED TESTS OFFERED AT THE END OF TRAINING NON-TDH INDIVIDUALS. LEGISLATURE MANDATES THAT TDH PROVIDE TRAINING.
1.1	2203	SEVERE ANIMAL BITE REPORTS	1		1		O		P		
1.1	3991	ANIMAL CONTROL OFFICER TESTS - FAILED	CE+3		CE+3		O		P		TESTS OFFERED AT THE END OF TRAINING NON-TDH INDIVIDUALS. LEGISLATURE MANDATES THAT TDH PROVIDE TRAINING.
1.1.007	1349	CORRESPONDENCE - ADMINISTRATIVE	3		3		O	R	O	X	PAPER, ELECTRONIC

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MEDIUM CODES (Field 10)

P - Paper
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O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

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SECURITY CODES (Field 8)

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VITAL CODES (Field 11)

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1.1.008	5790	CORRESPONDENCE - GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.010	3976	DIRECTIVES	US+1		US+1	O		P			
1.1.013	3978	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	O		P			
1.1.020	1363	OPEN RECORDS REQUESTS-APPROVED	AC+1		AC+1	O		P			AC=REQUEST FULFILLED
1.1.021	1365	OPEN RECORDS REQUESTS-DENIED	AC+2		AC+2	O		P			AC=DATE OF DENIAL OF REQUEST
1.1.023	1366	ORGANIZATIONAL CHARTS	US		US	O	A	P			
1.1.025	134	POLICIES AND PROCEDURES MANUALS	US+3		US+3	O	R	P	X		
1.1.026	1381	PROOFS OF PUBLICATION	AC+1		AC+1	O		P			
1.1.043	1369	TRAINING MATERIALS	US+1		US+1	O		P			
1.1.057	1350	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	1362	MEETING MINUTES/NOTES-STAFF	1		1	O		P			
1.1.064	3975	AGENCY PERFORMANCE MEASURE DOCUMENTATION	FE+3		FE+3	O		P	X		
1.1.067	5782	REPORTS - ADMINISTRATIVE	3		3	O	R	P			
1.3.001	136	DIVISION PUBLICATIONS (OTHER COPIES)	US+5		US+5	O		P			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
2.1	3005	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O			PAPER, ELECTRONIC
2.1.007	5783	SOFTWARE AND JOB CONTROL LANGUAGE	AC		AC	O		E	X		

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3.1	4829	EMPLOYEE IMMUNIZATION RECORDS	10		10	C		P	X	INCLUDES IMMUNIZATIONS, VACCINATIONS, AND TESTS. IMMUNIZATION RECORDS REQUIRE 10 YR RETENTION PERIOD.	
3.1.014	5787	EMPLOYEE SELECTION RECORDS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION	
3.1.019	1370	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.	
3.1.020	1351	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.022	1372	PERSONNEL INFORMATION OR ACTION FORMS	2		2	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION/CONVENIENCE COPY	
3.3.023	1005	TRAVEL AUTHORIZATION REQUESTS AND SUPPORTING DOCUMENTATION	FE+3		FE+3	O		P			
3.3.023	1373	TUITION ASSISTANCE, REQUESTS FOR	FE+3		FE+3	O		P			
3.4.004	5784	OVERTIME AUTHORIZATIONS	2		2	O		P			
3.4.006	5785	TIME CARDS & TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)	
3.4.007	5786	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC	
4.1.001	1378	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3	O		P			
4.7.012	3980	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3	O		P			
5.2.014	1379	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3	O		P			
5.3	3981	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.3.008	1380	PURCHASING LOGS	FE+3		FE+3	O		P			
5.3.009	1385	REQUESTS FOR INFORMATION	AC		AC	O		P			

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5.5.001

1386 BILLING DETAIL-TELECOMMUNICATIONS-OTHER
THAN TEXAN

FE+3

FE+3

O

P

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